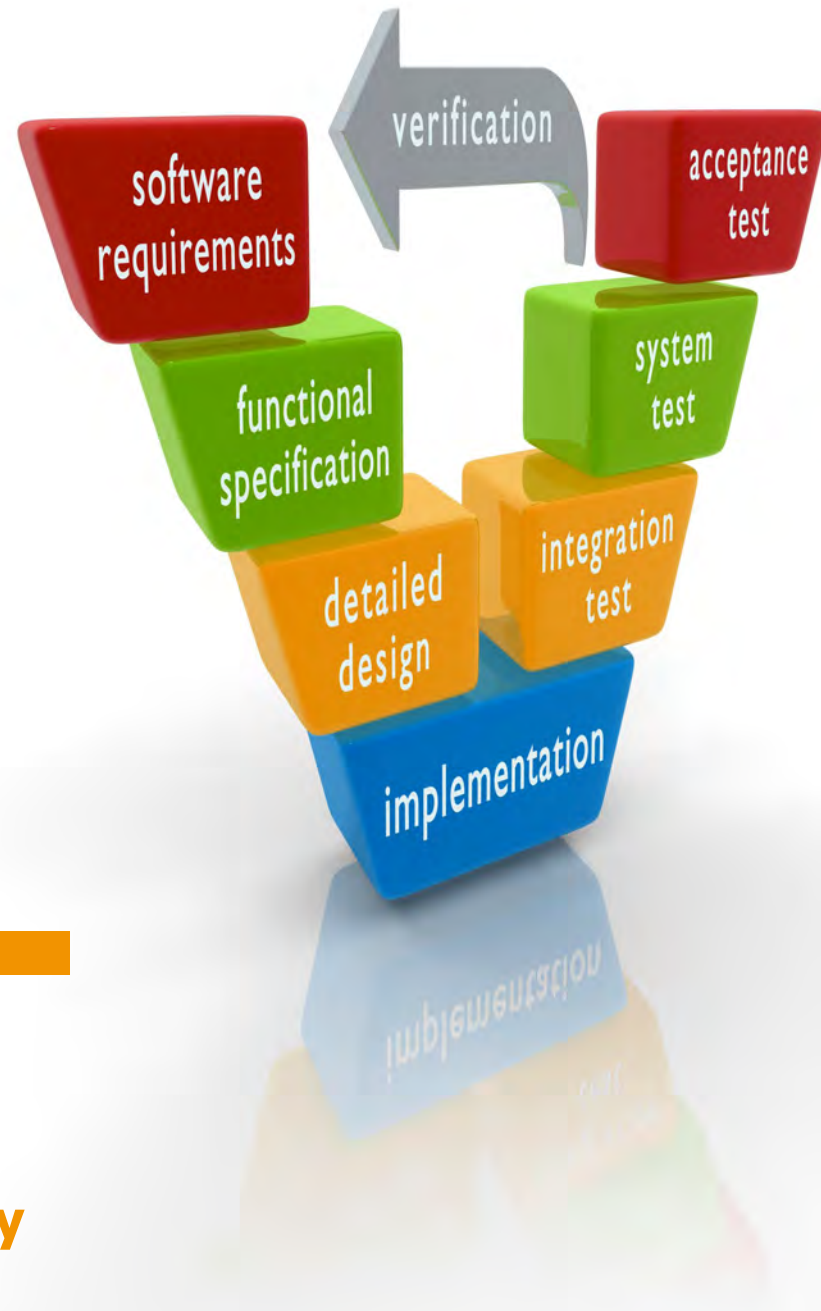


eClearance and End-of-Service (EOS)

When any employee leaves the UAEU, he/she must fill different forms and obtain sign-off from different departments such as HR, Employee Department, Immigration, Health Insurance, Information Technology, Housing, & etc...Then contact to Finance department to proceed with final End-of-service settlement. The Finance department performs complicated calculations to finalizing the End-of-service settlement. This all communication, updates and calculations were done manually which obviously required lots of effort and usually takes up to four weeks.

In coordination with the Secretary General division, the UITs has developed in-house an online system that not only automated all the employee clearance processes and End-of-service settlement calculation, but it also streamlined the employee and departments clearance and End-of-service settlement processes and reduced processing time and manual paper works. Additionally, the new online system is fully integrated with the University's enterprise systems and keeps all relevant information at central database. This will reduce the university's labor cost and increase the employees productivity



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